

**School-Level Communicable Disease Management Plan**  
**Template For School Year 2023-2024**



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**School/District/Program Information**

District or Education Service District Name and ID: North Clackamas School District #1924

School or Program Name: Cascade Heights Public Charter School

Contact Name and Title: Kristin Macy Principal


Contact Phone: 971-271-1117 Contact Email: k.macy@chpcs.org

Table 1.



## Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
<p><b>School District Communicable Disease Management Plan</b>  <a href="#">OAR 581-022-2220</a></p>	<p>Cascade Heights has prepared an Emergency Operations Plan in partnership with I Love You Guys and NCSD.  <a href="https://docs.google.com/document/d/1F6sat9TICVhY6dARQpz24cUezapfcfNBRCWYUXVj33w/edit?usp=sharing">https://docs.google.com/document/d/1F6sat9TICVhY6dARQpz24cUezapfcfNBRCWYUXVj33w/edit?usp=sharing</a></p>
<p><b>Exclusion Measures</b>                      Exclusion of students and staff who are diagnosed with certain communicable diseases.  <a href="#">OAR 333-019-0010</a></p>	<p>Staff are trained to screen students upon school entry and throughout the school day. We partner with our local health authorities whenever there is a known case to enforce health department isolation periods for staff and students. We follow the Exclusion Guidelines which are Included in the Communicable Disease Management Plan.</p>
<p><b>Isolation Space</b>                      Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs.  <a href="#">OAR 581-022-2220</a></p>	<p>CHPCS has a designated isolation space for students that have special health care needs.</p>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="#">OAR 581-022-2225</a></p>	<p> <b>CHPCS - Emergency Procedures &amp; Disaster Plan</b></p>

Plan Types	Hyperlinks and Descriptions
<p><b>Mental Health and Wellbeing Plans such as those prepared for <a href="#">Student Investment Account</a></b> (optional)</p>	<p>CHPCS students have access to school community health centers. The on site Social Emotional Learning teacher and school psychologist have been trained in crisis response and are available for those in need. The NCSd crisis response team is on site when a school event occurs.</p> <p><b><u>Connection and building relationships:</u></b></p> <ul style="list-style-type: none"> <li>- Through Gen Ed and Specialist instruction and connection opportunities we will ensure the safety, belonging, and mental health of each student as a foundation for learning. This includes recognizing race, culture, gender, and sexual identity.</li> <li>- CHPCS plans to increase staff to include a mental health specialist to assist students with mental health needs.</li> <li>- Prioritize care and connection using learning opportunities for connection.</li> <li>- Provide Health Education that meets all state standards.</li> <li>- School District Provided Comprehensive School Counseling programs are made available to students.</li> <li>- Establish predictable routines for building connection, relationships and a sense of belonging.</li> <li>- Apply a Trauma Informed lens when designing instruction and delivering content.</li> </ul>
<p><b>Additional documents reference here:</b></p>	<p><a href="https://docs.google.com/document/d/1abnaoHZxeSyyWD604LxhS-a98g0uWchD/edit?usp=sharing&amp;oid=106009692462829686660&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1abnaoHZxeSyyWD604LxhS-a98g0uWchD/edit?usp=sharing&amp;oid=106009692462829686660&amp;rtpof=true&amp;sd=true</a></p>



## SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

**Table 2. Roles and Responsibilities**

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"> <li>• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li> <li>• In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.</li> <li>• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>	Kristin Macy/Principal k.macy@chpcs.org	Farrah Tran/Office Manager f.tran@chpcs.org
School Safety Team Representative ( <i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i> )	<ul style="list-style-type: none"> <li>• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li> <li>• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li> </ul>	Kristin Mact/ Principal k.macy@chpcs.org	Farrah Tran/Office Manager f.tran@chpcs.org
Health Representative ( <i>health aid, administrator, school/district nurse, ESD support</i> )	<ul style="list-style-type: none"> <li>• Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>• Reports to the LPHA any cluster of illness among staff or students.</li> <li>• Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	Kristin Macy/Principal k.macy@chpcs.org	Farrah Tran/Office Manager f.tran@chpcs.org

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> <li>• Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	Kristin Macy/Principal  k.macy@chpcs.org	Farrah Tran/Office Manager f.tran@chpcs.org
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<ul style="list-style-type: none"> <li>• Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health.</li> <li>• Shares communications in all languages relevant to school community.</li> </ul>	Kristin Macy/Principal  k.macy@chpcs.org	Farrah Tran/Office Manager f.tran@chpcs.org
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> <li>• Has responsibility over communicable disease response during periods of high transmission in community at large. May act as school level support to Building lead/Administrator activating a scaled response.</li> <li>• Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>	Kristin Macy/Principal  k.macy@chpcs.org	Farrah Tran/Office Manager f.tran@chpcs.org

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> <li>Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	Kristin Macy/Principal k.macy@chpcs.org	Farrah Tran/Office Manager f.tran@chpcs.org
Others as identified by team			



## Section 2. Equity and Continuity of Education

### Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

#### Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for

including student voice, existing agreements or community engagement or consultation models, Tribal Consultation<sup>1</sup>, etc.)

- [CHPCS EQUITY STATEMENT](#)
- [CHPCS Anti-Racism Statement](#)



**Suggested Resources:**

1. [Equity Decision Tools](#) for School Leaders
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

**Table 3. Centering Educational Equity**

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	Students have had access to, and will continue to have access to materials to continue learning when impacted by absences.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	Covid 19 positive rates are tracked centrally. Schools are alerted to any positive rate anomalies.

<sup>1</sup> Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

OHA/ODE Recommendation(s)	Response:
<p>Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.</p>	<p>Should any significant disproportionality in positive rates be evident, this school will utilize district resources including the Student and Family Support Department, Wichita Center for Children and Families, and/or the engagement team to provide information and resources. Strategies could include access and Multi-Lingual information about Covid 19 prevention, testing, vaccinations, and treatment options. Social services, including food, housing support aid, access to community mental aid and physical health resources can be provided. Every student in North Clackamas School District has access to the Student Based Health Center. This school student support team regularly reviews academic and other data to determine what academic, social, or behavioral services will best meet a students' needs culturally and linguistically specific. Community Liaisons and Outreach Facilitators. Are available to assist school teams with this work.</p>
<p>Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.</p>	<p>The student support team is a long-standing model for reviewing student needs. The standing training and logistics related to this team will be used. To determine and address students' needs.</p>



**Section 3. Communicable Disease Outbreak Prevention and Response:**

**Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process**

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will



continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



#### **Suggested Resources:**

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

**Table 4.**

**Communicable Disease Mitigation Measures**

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</b>
COVID-19 Vaccination	CHPCS will continue to share out to our school community locations of local vaccination clinics.
Face Coverings	CHPCS will continue to make face coverings available to all students and staff that wish to wear them. Face Coverings will not be required except when in locations as per OAR 333-019-1011:
Isolation	A space will be made available to isolate sick children from injured children that need assistance per OAR 581-022-2220. Staff that manage the isolation room of ill children will be trained on Personal Protective Equipment (PPE) requirements and the administration of BinaxNOW Rapid tests.
Symptom Screening	Symptoms poster will remain at the front entrance of all District buildings to discourage those that are ill from entering.
COVID-19 Testing	Students and staff who exhibit symptoms of COVID-19 while at school have an option to be tested on-site prior to being sent home. District is currently offering enhanced exposure testing consistent with OHA/ODE direction. NCSd will continue to offer this diagnostic testing by participating in the OHA program, COVID-19 Testing in Oregon’s K-12 Schools. All staff that oversee the administration of BinaxNOW Rapid tests will continue to be trained on the requirements and expectations of the COVID-19 Testing in Oregon’s K-12 Schools program.
Airflow and Circulation	<p><u>Ventilation and Airflow</u></p> <ul style="list-style-type: none"> <li>● Ventilation systems will be checked and maintained by the north Clackamas Parks and Recreation Department.</li> <li>● Outside air intake will be increased to maximum possible while still maintaining occupant comfort.</li> <li>● System will be scheduled to run prior to occupancy and after occupancy or longer depending on system capabilities.</li> <li>● Filters were changed in August and will be changed again in December.</li> </ul>
Cohorting	Classes, lunches and recess return to standard pre-COVID setup
Physical Distancing	<p>Classroom configurations return to standard pre-COVID classroom setup with emphasis of striving for at least 3 feet physical distancing between student desks to the extent possible.</p> <p>Staff and students will maintain as much distance as possible which helps mitigate transmission of COVID-19</p> <p>We will minimize students standing in bathroom &amp; lunch lines as much as possible.</p>
Hand Washing	<p>Staff and students will be trained on the importance of hand and respiratory hygiene.</p> <p>Hand sanitizer will be available for use upon entering District buildings, in classrooms and other areas where hand washing may be needed, but handwashing sinks are not immediately available.</p>
Cleaning and Disinfecting	Facilities staff will continue to use disinfectants that are approved by the OHA.

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</b>
Training and Public Health Education	Staff will receive an updated COVID-19 training outlining safety measures and mitigation strategies to prevent the spread of COVID-19.
<b>PRACTICING PLAN TO BE READY</b>	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

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Date Last Updated: **8/15/2023**

Date Last Practiced: **8/29/2023**